

Food Services Manager - Elementary School

Purpose Statement

The job of Food Services Manager - Elementary School is done for the purpose/s of supervising food services activities at the school site; ordering food necessary for food preparation; organizing food preparation activities; assisting cafeteria workers with food preparation and POS terminals; preparing bank deposits; providing written reports; providing nutrition awareness programs; and complying with mandated health requirements.

ESSENTIAL Functions

- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Implements menu plans and recipes for the purpose of meeting students' mandated daily nutrition requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages assigned site operations (e.g. supervise personnel, follows menus, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutrition and health requirements.
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutrition and health standards.
- Orders food on-line for the purpose of maintaining an adequate inventory to maintain operations within established nutrition and budget guidelines.
- Orients employees to work center and school site processes for the purpose of providing information regarding site operations and activities.
- Participates in meetings, as required (e.g. in-service training, workshops, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutrition services positions, as needed, for the purpose of ensuring adequate staff coverage within site nutrition services operations.
- Processes receipts from POS terminals for the purpose of completing and documenting transactions and preparing bank deposits.

- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items.
- Schedules work hours and assignments for cafeteria employees for the purpose of ensuring adequate coverage for daily operations.
- Supervises food service workers and other personnel, as assigned, (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Supports the health and nutrition awareness programs for the purpose of ensuring the mission of the District and the Food and Nutrition Services Department.
- Travels between school sites, as needed, for the purpose of ensuring that adequate staff is available at all sites to perform food services.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: customer service; adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: quantity cooking; and health standards and hazards.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; providing direction and leadership; adapting to changing work priorities; working within time constraints; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

Valid Driver's License/Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

Kansas Certification of Health.

FLSA Status

Non Exempt

Approval Date

4/30/2009

Revised Date

Salary Grade

FNS 15